

City Administrator Report

City of Lake Forest Park

Date: October 23, 2025

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French
Leadership Team

The City Administrator Report is meant to provide the council, staff and community an update on the activities of the City and on issues that concern the City. This memo will be provided in each Council packet and is divided into key sections.

Please let me know if you have any questions or need additional information about any of the following items and please feel free to contact any of the department heads for additional information.

I. Intergovernmental and local issues update.

Police Department

Notable Calls

Missing Juvenile

A concerned parent called the police because her 16-year-old daughter did not want to go back home for the night. Eventually she changed her mind and returned home.

A 15-year-old female left home without her wallet and no shoes. The parents called the police, and the officers started an investigation. After a few hours, a friend of the family advised that she had brought the juvenile to Evergreen Hospital for mental evaluation.

Assist

LFPPD officers assisted the fire department with a subject who sustained a cardiac arrest. Unfortunately, the patient died in the ambulance.

Officers assisted the fire department with a mentally ill person who needed to go to the Hospital.

Officers assisted Town Center security with a trespass.

Officers assisted a subject who had questions regarding a domestic violence incident that had occurred in Mill Creek.

Officers assisted KCSO with an out-of-control passenger on a bus. The subject fled before the arrival of the officers.

Suicide

A community member came to the police department explaining that her son tried to kill himself using a belt. Officers located the subject, who confirmed that he wanted to commit suicide. He was taken to Northwest Hospital.

Juvenile Problem

Officers' presence was requested by a community member regarding an underage party where alcohol and drugs were involved. Juveniles left when the officers arrived.

Domestic Violence

Officers responded to restore peace between two individuals who were going through a break-up. Only verbal, no crime.

Abuse

Possible Adult Protective Services referral. An elderly person, who is staying in an adult care facility, had a bruise which did not appear to be done intentionally.

Fraud

A reported phone scam. The victim lost \$6,000. No leads.

Suspicious

A suspicious subject in Safeway was seen placing tide pods in his bag. He placed the tide pods back on the shelf when he saw the officers.

Two subjects acting suspiciously inside Ross Stores. One of them had an outstanding warrant but couldn't be arrested because of a medical injury.

Theft

A theft occurred with a package on a front porch. No leads.

Officers were called for a theft in progress at Safeway. The subject was arrested and booked.

DUI

Officers stopped a DUI driver on Bothell Way NE. A blood warrant was obtained and executed. He was released pending lab results.

Noise complaint

Officers talked to a community member who was welding and grinding a piece of equipment at 8:45 p.m. He understood and stopped.

Welfare check

A highly intoxicated subject was found sleeping on the street. Officers called the fire department, and they checked on him. Eventually the officers were able to find a friend who took care of him.

Well-known mentally ill person walked into traffic because she wanted to commit suicide. Tri-med transported her to the hospital.

Hospital social worker contacted the police regarding a patient who did not show up for her treatment today. The social worker explained that the patient is depressed and had, in the past, mild suicidal ideations. Officers checked the patient's address and were able to speak with her. She explained that she had a panic attack and did not feel safe driving to the hospital.

New Officer Joins the Lake Forest Park Police Department

This month, The Lake Forest Park Police Department welcomed Officer Austin Gutwein as the newest member of our team. Officer Gutwein was sworn in at the last City Council meeting and recently began his field training program.

Austin comes to LFPPD with over eight years of experience. He served both the City of Seattle and the City of Snoqualmie. At age 9, he founded Hoops of Hope, a charitable organization centered around basketball marathons that raised **millions of dollars** to support underprivileged children and combat HIV/AIDS in sub-Saharan Africa. His efforts mobilized over 40,000 participants and funded the construction of hospitals/clinics, schools, computer labs, wells, and more projects in remote African regions, transforming entire communities and saving countless lives through empowering youth to make meaningful change.

Austin brings enthusiasm for community engagement and a strong sense of service to the department. We look forward to the positive impact he will have as part of our continued commitment to providing professional, compassionate, and effective public safety services to our community.



Brookside School Visit

On Wednesday, October 1, over 50 3rd graders, representing three classes, from Brookside Elementary School visited the Lake Forest Park Police Department for a tour and a chance to meet our officers and civilian staff. Their enthusiasm filled the building with joy and laughter, and everyone was impressed by the *approximately* 1,245 questions they had for the officers and records personnel! The students explored the police department, checked out a patrol vehicle, met some of the on-duty officers and both commanders, and of course, everyone went home with a sticker!

Emergency Management Community Preparedness Fair



The annual Emergency Management Community Preparedness Fair on October 11 was a great success! The event was at Third Place Commons and featured several interactive tables covering a wide range of emergency management topics, including CPR practice stations, fire extinguisher training, and multiple displays highlighting how families can prepare for disasters of all kinds.

The Lake Forest Park Police Department hosted a table offering free gun locks, child identification kits, and Narcan—all of which were completely

distributed during the event due to high demand.

Attendance was strong throughout the day, with families, community members, and volunteers engaging in meaningful conversations about safety, preparedness, and community resilience. Overall, it was an outstanding turnout that showcased our community's commitment to being ready for emergencies and supporting one another.





Lake Forest Park



Traffic Safety

Traffic Safety Highlights

Emphasis Patrols:

- Ballinger Way NE to 35th Ave. NE via NE 190th St. And NE 195th St.
 - Patrols continue to be successful in education and enforcement for various offenses.

Construction Traffic:

- From 10/1-10/16 there were approx. 20 Officer/citizen contacts in the construction zone on 35th, 37th, 190th and 195th to include warnings and tickets.
- Vehicle traveling eastbound on 195th collided with the side mirror of a parked car. The call was initiated by a local Sheriff who had reported a hit and run. The driver was unaware they had hit the parked car. Information was left for the victim vehicle owner to contact the LFPPD officer.
- 35th and 187th – vehicle failed to yield, causing a collision. One driver gave their interpretation of the incident, while the other refused. They were cited for failure to yield.

School Zone patrol:

- School Zone patrol continues intermittently and at multiple school locations.
- TSO reports most drivers and parents that walk their kids to school continue to appreciate the officer's presence

Transit Lane Violation:

- Heavy patrol enforcement continues for lane violations all along SR 522.
- Additional tickets for DWLS 3rd, expired tabs, and cell phone use.

Speed violation:

- 165th and SR 522 – driver cited for traveling 71 mph in a 40 mph zone.

II. Internal City Information

Municipal Services – Passports

September saw a 12.4% revenue increase year over year for passport services. In September 2025, agents processed 476 passport applications and took 344 photos totaling \$23,540 in revenue. This is an increase from 2024 which saw \$20,945 from 431 passports and 293 photos.

I. Council Information

Community Development Department

Climate Element amendment to the Comprehensive Plan

The Draft Climate Element developed by the Climate Policy Advisory Team (CPAT) in early 2025 was received and is now fully reviewed by the Planning Commission. A noticed public hearing was held at the Commission's regular meeting on October 14, followed by a formal recommendation to City Council. The Commission will finalize a transmittal letter to the Council. The Climate Element amendments will now be shared with the City Council as an introduction at the City Council's regular meeting on October 23. A full presentation by Cascadia to facilitate Council review and discussion will be given. Thereafter, it is anticipated that a noticed public hearing will be held on November 13 and final action by the Council going into December 2025. The \$500,000 climate planning grant awarded to the city, made possible by the 2021 enactment of the WA State Climate Commitment Act, is already fully reimbursed by the WA State Department of Commerce and the grant agreement is closed. The Cascadia consulting services contract runs through December 2025. This climate planning effort will be completed in 2025 to enable the next round of docketing amendments to the Comprehensive Plan, primarily for housing and transportation policy items and varied implementation measures.

III. Response to Citizen and Council Comments

IV. Contract Reporting

- **AG-25-042:** Ventilation Power Cleaning, Inc.; 2025 Catch Basin Inspections and Data Collection Services; \$44,550.00
- **AG-25-045:** ABS Valuation; Property Valuation Services; \$5,450.00

V. Legislative Update

VI. Community Events

VII. Upcoming City Sponsored Events

[New Public Art Installation: "Nature's Repose" by Artist Melissa Cole](#)

October 25, 2025, 10:00 AM

[More Details](#)

VIII. Meetings Calendar

[Parks and Recreation Advisory Board Meeting \(hybrid meeting\)](#)

October 28, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

[Climate Action Committee Meeting \(hybrid meeting\)](#)

November 4, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

[Tree Board Meeting \(hybrid meeting\)](#)

November 5, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

[Planning Commission Meeting \(hybrid meeting\)](#)

November 11, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

[City Council Work Session \(hybrid meeting\)](#)

November 13, 2025, 6:00 PM - 7:00 PM City Hall and via Zoom

[More Details](#)

[City Council Regular Meeting \(hybrid meeting\)](#)

November 13, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

[North King County Coalition on Homelessness](#)

November 20, 2025, 1:00 PM - 2:30 PM

[More Details](#)

[City Council Special Meeting \(hybrid meeting\)](#)

November 20, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

[City Council Committee of the Whole Meeting \(hybrid meeting\)](#)

November 24, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

Parks and Recreation Advisory Board Meeting (hybrid meeting)

November 25, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

City Council Regular Meeting (hybrid meeting)

November 27, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)